

LANCASTER COUNTY CORRECTIONS - LIEUTENANT

NATURE OF WORK

This is supervisory work in a correctional facility responsible for the supervision and management of assigned shift personnel.

Work involves responsibility for supervising and evaluating the work of Sergeants and Correctional Officers; providing staff training and development; and scheduling staff work assignments. Work also involves responsibility for ensuring adequate security and safety is provided to incarcerated individuals in various custody environments; enforcing facility rules and regulations; managing inmate behavior; and supervising intake and release processing. Supervision is received from the Jail Administrator with work reviewed in the form of reports, conferences, and day-to-day operational effectiveness. Supervision is exercised over Sergeants and Correctional Officers.

EXAMPLES OF WORK PERFORMED

Supervise and evaluate the work of Sergeants and Correctional Officers; provide staff training and development; schedule staff work assignments; conduct daily briefings between shifts.

Oversee intake and release processing of inmates ensuring adherence to applicable laws, court orders, regulations and departmental policies; respond to and manage emergency situations taking appropriate remedial action; escort inmates to scheduled medical or legal appointments.

Monitor documentation of activities and incidents through use of verbal and written communications; review investigative reports for completeness and accuracy.

Maintain communication with the inmate population responding to requests for assistance, complaints or questions; intervene and assist staff dealing with uncooperative or disruptive inmates; conduct minor disciplinary hearings for inmates; file charges in major disciplinary matters; inspect inmate living areas and related areas for security and sanitation purposes.

Attend management meetings and provide input into policy development and decisions; represent the Department in communications with other agency officials, attorneys and the public to provide information or problem-solve; serve as a member of the Promotion or Interview Board as assigned.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of correctional facility operations.

Considerable knowledge of departmental policies, procedures and post orders.

Considerable knowledge of the criminal justice system.

Knowledge of Nebraska Jail Standards.

Knowledge of behavioral and psychological issues, minority cultures and religions, group dynamics and stress management pertaining to inmates in a correctional facility.

Knowledge of managerial principles and practices as they pertain to the correctional system.

Ability to schedule, organize, supervise, train and evaluate the work of subordinate staff.

Ability to effectively manage inmate behavior in various custody environments.

Ability to communicate effectively both orally and in writing including presentations and reports.

Ability to use basic word processing and applicable correctional computer software applications and equipment.

Ability to read, understand and adhere to court orders and requirements of related legal documents.

Ability to work with outside agencies, inmates, attorneys, co-workers and the public in a cooperative and professional manner.

Ability to assess situations and make operational decisions in response to changing conditions and emergencies.

Ability to respond to medical and life threatening emergencies.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college level course work in criminal justice, psychology, sociology, human services or related field and considerable experience in the following or any combination thereof: a correctional setting, as a counselor in a social setting, in law enforcement, in the military particularly in law enforcement or corrections, or with responsibility for individuals in other institutional settings; and experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in criminal justice, psychology, sociology, human services or related field and experience in the following or any combination thereof: a correctional setting, as a counselor in a social setting, in law enforcement, in the military particularly in law enforcement or corrections, or with responsibility for individuals in other institutional settings; and some experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Must be a citizen of the United States and be at least nineteen (19) years of age or older.

At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State Patrol for a criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one (1) year or more, from which a pardon has not been received.

Must submit to and successfully pass a substance abuse test.

Must be examined by a licensed physician and meet the medical requirements of the Corrections Department.

Possession of a valid State of Nebraska driver's license when operating a vehicle is required in the performance of assigned duties.

Approved by: _____
Department Head

Personnel Director

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